



REQUEST FOR BIDS

Air Monitoring Site Contractor – Troost Monitoring Site

Scope of Work

Definition

This contract involves performance of semi-technical and technical duties in the operation of three particulate air samplers. The data from the air samplers may be used to determine whether an area meets air quality standards or whether the public is being exposed to unhealthy conditions, to identify air pollution trends, and for court cases.

Duties include checking operation of the samplers, changing air filters at specified intervals, minor programming of certain samplers, documenting relevant information, and promptly shipping exposed filters to the Environmental Services Program. Work is performed independently on a pre-established schedule and is subject to review by staff from the Air Quality Monitoring Section. If performance is satisfactory, the annual contract may be renewed.

Duties To Be Performed

- A. Install and collect air filters from two PM2.5 samplers on Monday and Thursday. Use the required Standard Operating Procedures for installation of clean filters, collection of exposed filters, and programming the sampler.
- B. Ship PM2.5 air filters to the Environmental Services Program on Monday and Thursday.
- C. Complete and sign documents related to the filters, including legal chain-of-custody forms.
- D. Check PM2.5 samplers for error or status codes, and report all malfunctions immediately.
- E. Use keypad to program filter numbers into sampler; use keypad menu correctly during filter changes.
- F. Install air filters in one PM10 sampler that is operated on an every third day run schedule. Filters must be installed in between the run days. This requires weekend work at times. Send the filters back to the Environmental Services Program as soon as they are collected. If absent, arrange for a backup individual to install filters and modules.
- G. Submit invoices in a timely manner.
- H. Make emergency trips to the samplers if necessary.
- I. Notify staff in the Environmental Services Program of any problems.

Required Skills and Abilities

Ability to understand and carry out oral and written instructions.
Ability to climb ladders and work 5-10 feet above ground.
Ability to manipulate keypad, filter holders, and small items.
Ability to keep accurate records.

Special Requirements

The contractor must sign a contract with the Missouri Department of Natural Resources Environmental Services Program. The contract specifies duties, payment rates and the circumstances in which the contract may be terminated for poor performance. The contract is for a the current fiscal year with the option for renewal for three fiscal years.

Location of Samplers

The two PM2.5 samplers and one PM10 sampler are located at 724 Troost Ave.

Reimbursement Rates

Reimbursement rates for FYO4 (which is through June 30, 2004) are \$27 per valid PM2.5 filter shipment and \$13.50 per valid PM10 filter collected. If performance is satisfactory, the reimbursement rate for a valid filter shipment will increase an additional .50 each fiscal year (July 1 through June 30). The agency has the sole authority to determine whether performance is satisfactory.

How to Submit a Bid

Submit a resume or description of qualifying experience to the Missouri Department of Natural Resources, Environmental Services Program, P.O. Box 176, Jefferson City, MO 65102. Bidders must also state whether the reimbursement rate outlined in this request for bids is satisfactory. Bids must be submitted in writing.

Bid Deadline

The deadline for receiving written bids is February 18, 2004.

Bid Evaluation

Applications will be evaluated 100 percent based on experience.

For More Information

For more information, contact Celeste Koon at 573-526-3363 or send an email to nrkoonc@dnr.mo.gov.